

# **Fort Mill Police Department Open Positions**

## **POLICE DISPATCHER**

Police Dispatcher, Police Department Town of Fort Mill

Category: Police

Position Hours: Full-time

### **Job Duties:**

- Receives and screens incoming telephone calls from the public and other public safety agencies; categorizes and prioritizes calls; dispatches emergency and non-emergency responders as appropriate.
- Enters and updates information to the NCIC database; deletes information as directed. Runs criminal and driver history checks as requested. Enters and updates departmental data; maintains department files; retrieves information for Police Officers as requested.

### **Qualifications:**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain NCIC certification. Possession of or ability to readily obtain SCCJA Basic Telecommunications Certifications.

**YEARLY SALARY RATE STARTING AT: \$39,779.74**

### **BENEFITS OVERVIEW**

The Town of Fort Mill offers an attractive benefit package to full-time employees that includes the following:

- **BlueChoice PPO—Health Insurance: Free for employee.**
- **Principal Dental – Free for employee.**

- The town pays towards the premium of other levels of family health and dental coverage.
- Flexible Spending Accounts: The Town of Fort Mill offers flexible spending accounts (FSA). FSAs allow employees to pay for out-of-pocket health and dependent daycare expenses with pre-tax dollars. This means that before federal, state, and Social Security taxes are calculated and deducted from pay, the FSA funds are taken to reduce the employees' gross pay, thereby lowering the taxable income.
- Group life insurance policy: \$25,000 life insurance policy is provided to all full-time employees.
- Supplemental policies offered: Vision, Short-Term and Long-Term Disability, Term Life and Whole Life Insurance, Accident and Cancer policies.
- The town contributes to the South Carolina Retirement System and Police Officer Retirement System. Retirement Benefits can be seen at <https://www.peba.sc.gov/>
- The town contributes \$10 per pay period toward a 401k Pre-Taxed account through South Carolina PEBA Deferred Compensation. The package also offers 401k Roth, 457 pre-taxed and 457 Roth investment opportunities.
- Employees accrue 6.67 hours per month vacation time and 8 hours per month sick time.
- Employees can earn up to 8 hours per fiscal year for wellness attended events.
- Ten paid holidays: New Year's Day, Martin Luther King, Spring Holiday (Monday after Easter), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. Recognized holidays that fall on a Saturday will be observed on the preceding Friday. Recognized holidays that fall on a Sunday will be observed on the following Monday.
- Employee Assistance Program is here to help when personal concerns become overwhelming and affect an employee's happiness, family relations, performance at work, and even health. The Employee Assistance Program (EAP) offers counseling, education, and referral services to employees and their eligible dependents. The program provides free, professional counseling services that are strictly confidential.

## **HEALTH AND WELLNESS:**

- Biometric Screening and Health Fair: Each year the Town provides a health fair to educate employees on their benefits and other health related topics. Biometric screenings are provided to each employee with a bloodwork data that can be shared with their primary care physician at no cost to the employee.
- Wellness Points: Employees can earn wellness points for time off during the year by attending lunch and learns, participating in a tobacco cessation program, challenges, blood drives, flu shots, and any other event that will benefit our employees' health and/or safety.

## HOW TO APPLY:

- Applications can be downloaded on the Police Department's Recruitment website at: <https://www.fortmillsc.gov/243/5229/Recruitment>
- **To speak with a recruiter directly**, please contact Sergeant Glenn Reams at 803-396-0276 or via email at: [greams@fortmillsc.gov](mailto:greams@fortmillsc.gov)

Deadline: Open until filled

EOE Disclaimer: The Town of Fort Mill is an Equal Opportunity Employer.

This Job Posting is not intended to be an all-inclusive list of duties, knowledge, skills, and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.

**Type : INTERNAL & EXTERNAL**

**Posting Start : 01/11/2023**

**YEARLY SALARY RATE STARTING AT: \$39,779.74**

## **POLICE OFFICER**

Police Officer, Police Department of the Town of Fort Mill

### **JOB SUMMARY**

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

### **MAJOR DUTIES**

- Patrols the town to detect and deter criminal activity and traffic violations.
- Responds to calls for service, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing all parties, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Responds to call for service and performs related duties.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid South Carolina driver's license.
- Ability to meet current requirements set forth by the South Carolina Criminal Justice Academy, Town of Fort Mill, and Fort Mill Police Department.

**STARTING YEARLY SALARY: \$46,132.09**

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